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CENTRAL INTELLIGENCE AGENCY  
2430 E Street, N. W.  
Washington 25, D. C.

24 October 1957

MEMORANDUM FOR: NIS Contributors

SUBJECT: Tentative Changes in NIS Manuscript  
and Graphic Requirements

1. Announcement was made at NIS Committee meeting No. 253 of 15 October 1957 that NIS contributing agencies will henceforth be fully responsible for using in their contributions the standard geographic names appearing in the published NIS Gazetteers which now have world-wide coverage. Accordingly, editing by BGN of geographic names in NIS materials will be discontinued except as follows:

a. Contributing agencies are to continue the present practice of submitting geographic names not covered by the published NIS Gazetteers to the Office of Basic Intelligence (OBI), CIA, for editing by BGN.

b. BGN will continue to edit geographic names on NIS base maps and other special NIS maps.

2. In view of this and other changes leading to improved NIS practices, the following procedures are now required of all NIS producing offices:

a. NIS contributors are to submit NIS manuscripts and graphic materials to OBI/CIA in three (3) complete sets instead of five (5) sets as set forth in the NIS Standard Instructions.

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b. All NIS contributions requiring the control statement NOT RELEASABLE TO FOREIGN NATIONALS are to have the control statement stamped on the first and last page of the manuscript only, instead of on each page of manuscript and graphic material as required by the NIS Standard Instructions. Control requirements are also to be indicated in the letter of transmittal.

c. A form letter of transmittal and two copies are to accompany each NIS contribution submitted to OBI/CIA. Printed forms for letter of transmittal are being issued by OBI/CIA to all NIS producing offices that require them.

3. These changes are instituted for a trial period ending 1 April 1958, during which time their effect on the efficiency of NIS preparation and processing in both the NIS producing offices and in OBI/CIA will be evaluated by the NIS Committee. If found effective, these changes will be incorporated in a revision of the affected portions of the NIS Standard Instructions.



Chairman, NIS Committee

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